

EXHIBIT “E”

INSTRUCTIONS FOR FILING A PREPACKAGED CHAPTER 11 PETITION **UNITED STATES BANKRUPTCY COURT** **SOUTHERN DISTRICT OF NEW YORK** **ELECTRONIC CASE FILING SYSTEM**

Enter login and password. **Remember a password equals a signature** and is a unique assignment to each attorney. Attached is a form with which to apply to the court for a password.

After correctly entering the login and password, click on **Login**. If the login and password are not entered correctly, click on **Clear** and re-enter them.

ECF Login

Notice

This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Authentication

Login:
Password:

At the next screen click on **Bankruptcy Events** at the top of the screen. To commence a case on the electronic case filing system at **Bankruptcy Events**, click on **Open a Case** and enter the Case Data.

Top Sidebar

<https://ecf-test.nysb.uscourts.gov/cgi-bin/showpage.pl?15>

Internet
Access

[Court Page](#)

[Bankruptcy
Events](#)

[Adversary
Events](#)

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[Logout](#)

Bankruptcy Events

tcp - complete

[Adversary Proceedings ...](#)

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CASE DATA SCREENS

The first screen asks for a Case Number. **Do not do anything at this screen.** It is blank; a case number is automatically assigned at the end of the entry of the case opening information. A case number is displayed after the statistical information is entered and prior to following the steps to actually file the petition. If the software being used to prepare a petition allows entry of a case number, enter the case number on the petition before converting to Portable Document Format (PDF) and submitting it to the electronic case filing system.

The next box is the designation of the divisional office which will be assigned the case pursuant to Local Bankruptcy Rule 1073-1. If the debtor resides or does business in New York or Bronx County, choose the Manhattan Office; if the debtor resides or does business in Rockland or Westchester County, choose the White Plains Office, and if the debtor resides or does business in Dutchess, Orange, Putnam or Sullivan County, choose the Poughkeepsie Office.

Note: Manhattan automatically appears as the selected location; if the case is for another divisional office, click on the down arrow to the right of the box and select the proper location—White Plains or Poughkeepsie.

The next box indicates the Date Filed - This displays the current date and cannot be changed.

Once entry of all of the information requested is complete and there is no need to go back to correct it, click on **NEXT**. Note: If any information is incorrect, click on **CLEAR** to correct the erroneous information.

Case Data	
Case Number:	<input type="text"/>
Office:	Manhattan (1) ▼
Date Filed:	1/27/1999

The next screen requests case information regarding the debtor. The first request is to indicate the type of debtor. Select the appropriate choice from the following:

Individual	Railroad
Corporation	Stockbroker
Partnership	Commodity Broker
Other	

Next indicate if the petition is a Joint Petition (only available to husband and wife). Using the down arrow on the right, scroll down and highlight the correct designation clicking on one of the following:

y	(yes)
n	(no)

The next box requests the chapter under which the case is to be commenced. Since this filing is for a prepackaged chapter 11 case, select “11” from the list of chapters.

The fee is always to be paid by credit card upon the filing of the case. **At the fee box do not make any entry.** An attorney electronically commencing a case must have a credit card authorization form on file with the clerk’s office. This form authorizes the court to charge the filing fee(s) to the attorney’s account upon commencement of a case without the necessity of the attorney giving authorization to do so. A Credit Card Collection Network Authorization Form is attached hereto.

The next information requested is the Nature of the Business of the Debtor. Using the down arrow on the right, highlight the appropriate designation from the following:

consumer
 business

The next box is to indicate whether the petition is voluntary or involuntary. Since this is a chapter 11 prepackaged case, in all instances the filing will be commenced as a voluntary petition. Using the down arrow at the right, click on “voluntary” when the following is displayed.

invol (involuntary)
voluntary

The next box is irrelevant to commencing a prepackaged case, so ignore this section and scroll down and click on **NEXT**.

Using the down arrow on the far right, scroll down and click on **NEXT**

Case Data																							
Case Number:	Office: 1 Date Filed: 1/27/1999																						
INFORMATION REGARDING DEBTOR																							
<table border="1"><thead><tr><th colspan="2">Type of Debtor</th></tr></thead><tbody><tr><td><input type="checkbox"/> Individual</td><td><input type="checkbox"/> Railroad</td></tr><tr><td><input checked="" type="checkbox"/> Corporation</td><td><input type="checkbox"/> Stockbroker</td></tr><tr><td><input type="checkbox"/> Partnership</td><td><input type="checkbox"/> Commodity Broker</td></tr><tr><td><input type="checkbox"/> Other</td><td></td></tr></tbody></table>	Type of Debtor		<input type="checkbox"/> Individual	<input type="checkbox"/> Railroad	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Stockbroker	<input type="checkbox"/> Partnership	<input type="checkbox"/> Commodity Broker	<input type="checkbox"/> Other		<table border="1"><tbody><tr><td>Joint Petition:</td><td>n ▼</td></tr><tr><td>Chapter:</td><td>11 ▼</td></tr><tr><td>Fee Status:</td><td>p ▼</td></tr><tr><td>Nature of Debt:</td><td>business ▼</td></tr><tr><td>Voluntary:</td><td>voluntary ▼</td></tr><tr><td>Reopened:</td><td>▼</td></tr></tbody></table>	Joint Petition:	n ▼	Chapter:	11 ▼	Fee Status:	p ▼	Nature of Debt:	business ▼	Voluntary:	voluntary ▼	Reopened:	▼
Type of Debtor																							
<input type="checkbox"/> Individual	<input type="checkbox"/> Railroad																						
<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Stockbroker																						
<input type="checkbox"/> Partnership	<input type="checkbox"/> Commodity Broker																						
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Nature of Debt:	business ▼																						
Voluntary:	voluntary ▼																						
Reopened:	▼																						
<table border="1"><tbody><tr><td>Next</td><td>Clear</td></tr></tbody></table>		Next	Clear																				
Next	Clear																						

STATISTICAL/ADMINISTRATION INFORMATION

The next section is to provide specific case information, which is critical to the court in collecting accurate statistical information about the case. In a prepackaged chapter 11, the case will be an asset case, so in every instance, using the down arrow at the right of the box, click on “yes” when the following information appears.

Asset Notice: Unknown
 No

Yes

Next indicate the number of creditors in the case. Using the down arrow at the right of the box, highlight the appropriate category. Please be as accurate as possible.

Estimated Number of Creditors:

1 (1 - 15)
2 (16-49)
3 (50-99)
4 (100-199)
5 (200-999)
6 (1000-over)

As with the creditors, it is important to be as accurate as possible in estimating the total assets of the debtor. Using the down arrow on the right of the box, highlight the category which most closely reflects the Estimated Assets of the debtor.

Estimated Assets:

- 1 (\$0 - \$50,000)
- 2 (\$50,001-\$100,000)
- 3 (\$100,001-\$500,000)
- 4 (\$500,001-\$1 million)
- 5 (\$1,000,001-\$10 million)
- 6 (\$10,000,001-\$50 million)
- 7 (\$50,000,001-\$100 million)
- 8 (more than \$100 million)

The next box is to indicate the Estimated Debts (liabilities) of the debtor. Using the down arrow at the right of the box, highlight the category which most closely represents the total debts of the debtor.

Estimated Debts:

- 1 (\$0 - \$50,000)
- 2 (\$50,001-\$100,000)
- 3 (\$100,001-\$500,000)
- 4 (\$500,001-\$1 million)
- 5 (\$1,000,001-\$10 million)
- 6 (\$10,000,001-\$50 million)
- 7 (\$50,000,001-\$100 million)
- 8 (more than \$100 million)

Using the down arrow at the far right of the screen, scroll down to the section captioned CHAPTER 11/12. For all chapter 11 cases, it must be indicated whether the debtor is to be administered as a small business. Please choose the appropriate selection.

Indicate whether the case is to be administered as a small business.

n (no)
y (yes)

Case Data	
Case Number:	Office: 1 Date Filed: 1/27/1999
STATISTICAL/ADMINISTRATION INFORMATION	
Asset Notice:	Unknown ▼
Estimated Number of Creditors:	1 (1-15) ▼
Estimated Assets:	7 (\$50,000,001-\$100 million) ▼
Estimated Debts:	2 (\$50,001-\$100,000) ▼
CHAPTER 11/12	
Small Business:	n ▼

If all information is correct, scroll down and click on **NEXT**. If the information is not correct, click on **CLEAR** and re-enter the information.

Associate a party with the case
Enter at least the first letter of the last name of the **Party** and press the **Search** Button.
Select Party whose last name starts with:
[End Party Selection](#)

The next screen associates a party with the case. **This is where the name of the debtor is searched.**

Enter the last name of the debtor or the name of the business. All names in the system that match the name entered will be displayed, if any. The name of the new debtor should not appear. The result is a display *No Person Found*. [**This step cannot be skipped**]. At this point scroll down and click on **CREATE NEW PARTY**.

Broke, Inc.,
Broke, Inc.,

Select the party role in this filing:

Plaintiff (pla:pty)

ProSe:

no

Party Text:

Next Clear

If you can not find the Party in the system, click on 'Create New Party'.

Create New Party

Please be careful how the name of the debtor is entered. The system is case letter sensitive, *e.g.* “Doe” and “doe” registers as two separate and distinct names.

After **CREATE NEW PARTY**, the New Person Information screen appears. At this screen fill in the name, address and phone number of the debtor as appropriate.

NEW PERSON INFORMATION SCREEN

At this screen enter the information requested for the debtor. At the box which states Last Name, fill in the last name of the debtor, if an individual, or the name of the debtor, if a business. Fill in all other information as appropriate. At the right of the Last Name box is a box for Role. This is to indicate the role of the entity; please use the down arrow on the right and select “debtor” as this is the appropriate designation for a prepackaged chapter 11 filing.

The next pull down box on this screen is to indicate the county in which the debtor is located. All counties in the State of New York are indicated. Please highlight the appropriate county.

The next pull down box is to indicate *Pro Se* status. In this box indicate “No” as this is the appropriate response in a prepackaged chapter 11 filing.

After entry of all other relevant information, using the down arrow at the far right, scroll down and click on **SUBMIT**. If the information is incorrect, click on **CLEAR** and re-enter the

information.

New Person Information			
Last Name	<input type="text" value="Bored, Inc."/>	Role	<input type="text" value="Debtor (db:pty)"/>
First Name	<input type="text"/>	Middle Name	<input type="text"/>
Generation	<input type="text"/>	Title	<input type="text"/>
SSN	<input type="text"/>	Tax ID	<input type="text"/>
Office	<input type="text"/>	Address 1	<input type="text" value="1 Anystreet"/>
Address 2	<input type="text"/>	Address 3	<input type="text"/>
City	<input type="text" value="New York"/>	State	<input type="text" value="NY"/>
Zip	<input type="text" value="10001"/>	Country	<input type="text"/>
County	<input type="text"/>	Phone	<input type="text"/>
ProSe	<input type="text" value="no"/>	Party Text	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Clear"/>			

Press the Continue button to proceed with the processing of Bored, Inc.

The next screen confirms the name of the debtor and asks the filer to Press the Continue button to proceed processing the “name of debtor”. Click on **CONTINUE**.

CREATE AN ALIAS SCREEN

The next screen is **CREATE AN ALIAS**. This screen is similar to the one for associating a party with the case. If the party does not have an alias, click on **End Alias Selection**. At this

Create an alias for Bored, Inc.
Enter at least the first letter of the last name of the **Alias** and press the **Search** Button.
Select Alias whose last name starts with:
[End Alias Selection](#)

screen enter the alias for the debtor, if any, and click on **Search**. If there are any matching aliases in the database that match the name entered, they will be listed. Choose the correct name and select the type of alias. Then click on **SUBMIT**. If there are no matches *No Person Found* is displayed. Click on **Create New Alias**. If the debtor's name has any aliases, search for them at this screen by entering first letter of last name or business name and click on **NEXT**.

New Alias Information			
Last Name	<input type="text" value="Imbored, Inc."/>	Role	<input type="text" value="Also Known As (aka)"/>
First Name	<input type="text"/>	Middle Name	<input type="text"/>
Generation	<input type="text"/>		
<input type="button" value="Submit"/>		<input type="button" value="Clear"/>	

NEW ALIAS INFORMATION SCREEN

The next screen is the New Alias Information screen. At this screen enter the alias information, if any. Enter the new alias name and if the debtor is a business list the name of the business on the line for the last name. Then click on **SUBMIT**.

If there is more than one alias, click on **CONTINUE** to continue processing additional alias names. If there are no more aliases, click on **End Alias Selection**.

CASE OPENED SCREEN

This screen indicates that the case has been opened and **at this point the number assigned to the case is displayed**. Please make a note of the case number assigned to the case. The case is now open on the system. The next step is to docket the petition.

Case Number 99-10023 has been opened.

THIS IS THE END OF ENTERING DATA AND STATISTICAL INFORMATION FOR THE CASE. PROCEED TO THE FOLLOWING STEPS FOR FILING A PETITION. AT THIS POINT THE CASE IS OPEN, HOWEVER, THE PETITION HAS NOT BEEN FILED. GO TO THE NEXT STEP IMMEDIATELY.

Miscellaneous

Case Number

99-10023

Enter a case number in the format 96-12345.

Next

Clear

DOCKETING THE PETITION

To docket the petition, click on **Bankruptcy Events** at the top of the screen. The next screen displays events from which to choose. Click on **OTHER**. At this point the case number assigned to the case at the CASE OPENED SCREEN is requested. The case number assigned above should be displayed. If it is not, enter the appropriate case number and click on **NEXT**.

The next screen requires the name of the filer (the filer is the name of the debtor). Highlight the debtor's name(s) by clicking on it and then click on **NEXT**. (Note: To choose multiple names, while holding down the CTRL key, click on all appropriate names.)

Miscellaneous: [99-10023 Bored, Inc.](#)

Accounting of Receiver
Affidavit
Affidavit of Service
Amended Schedule F (fee)
Amendment to Schedules
Appraisal
Auctioneer's Report of Sale
Bankruptcy Closing Report

Next Clear

Following this information is a screen which has a list of events. Scroll down the list and highlight the appropriate Voluntary Petition (Chapter 11) event. Then scroll down and click on **NEXT**.

Miscellaneous

[99-10023 Bored, Inc.](#) Please select the filer.

Select the Party:

Bored, Inc. [pty:db] [Add/Create New Party](#)

Next Clear

FILING THE PETITION ELECTRONICALLY WITH THE COURT

The petition to be filed with the court and any attachments must be in PDF format. Specific instructions to set up Acrobat PDF Reader and converting a document to Portable Document Format (PDF) are contained in Part I.C. of the Electronic Filing System Attorney User's Manual. This can be downloaded from the main screen of the court's web site at <http://www.nysb.uscourts.gov>

At the top of the screen is a check box to indicate that this is the last document being uploaded. This box must be cleared if more than one file is being uploaded. For example: the petition and schedules are in separate files.

Click on the **Browse** button and select the file to be submitted. Enter the location (drive) of the required files and click on **NEXT**. The name of the file appears in the blank box after it is opened. Click on **NEXT**.

The first box on this screen indicates the date the document is filed. This is the current date and cannot be changed. The next box indicates there is a fee for filing the document. This fee will automatically be charged to the attorney's credit card by the clerk's office. **Skip this box.**

The next boxes request scheduling information. This information is optional. The system defaults to prescheduled dates. Since this entry is commencing a case, chances are the new scheduling information is unavailable, and if it is not available, skip this screen. Using the down arrow at the far right of the screen scroll down and click on **NEXT**.

Miscellaneous: 99-10023 Bored, Inc.

☒ Last Document (clear this check box if you have attachments to submit with this transaction).

Select the **pdf** filename of the document you are filing.

Please view the PDF document before you submit it. This ensures that you are filing the correct document and that the PDF conversion process worked properly.

C:\Acrobat3\Exchange\Image1.PDF

DOCKET TEXT SCREEN

Miscellaneous: [99-10023 Bored, Inc.](#)

Chapter 11 Plan Deadline - Information

Enter a Chapter 11 Plan due date [optional field]:

Disclosure Statement Deadline - Information

Enter Disclosure Statement due date [optional field]:

Incomplete Filings Submission Deadline - Information

Enter Incomplete Filings due date [optional field]:

List of Creditors Disk- Information

Enter a List of Creditors Disk due date [optional field]:

Initial Case Conference Deadline - Information

Enter Initial Case Conference due date [optional field]:

The Docket Text Screen is displayed next. This screen shows the docket text for the petition entry and has a text box where additional information can be entered if necessary. The text box holds up to 256 characters of information. If that number is exceeded, an error message is generated by the system. If that occurs, go back and edit the text entered and fit it within the 256 character limit. When done, click on **NEXT**.

Miscellaneous: [99-10023 Bored, Inc.](#)

Docket Text: Modify as Appropriate.

Voluntary Petition (Chapter 11). filed by Gerald Edwards on behalf of Bored, Inc. . Chapter 11 Plan due by 5/27/1999, Disclosure Statement due by 5/27/1999, Incomplete Filings due by 2/11/1999, List of Creditors Disk due by 2/6/1999, Initial Case Conference due by 2/26/1999, (Edwards, Gerald)

FINAL APPROVAL SCREEN

This is the last opportunity to edit the docket entry. The Final Approval Screen shows the docket entry exactly how it appears on the docket. If this entry is correct, click on **NEXT**. At this point the filing is submitted to the court instantaneously.

If the docket text is not correct, click on **CLEAR** and make any changes necessary. Remember that if changes have been made, all entries from the point of the change forward must be re-entered.

Acceptance of the FINAL APPROVAL SCREEN files the petition with the court.

Miscellaneous: 99-10023 Bored, Inc.

Warning: Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Docket Text: Final Text

Voluntary Petition (Chapter 11). filed by Gerald Edwards on behalf of Bored, Inc.,
Chapter 11 Plan due by 5/27/1999, Disclosure Statement due by 5/27/1999,
Incomplete Filings due by 2/11/1999, List of Creditors Disk due by 2/6/1999, Initial
Case Conference due by 2/26/1999, (Edwards, Gerald)

An electronic filing receipt indicating the case name, number, date and time of filing is displayed on the screen immediately. (A sample copy is attached hereto.) IT IS THE RESPONSIBILITY OF THE FILER OF THE PETITION TO SAVE THIS INFORMATION EITHER ELECTRONICALLY OR BY PRINTING IT ON PAPER. THIS SCREEN IS NOT DISPLAYED AGAIN AND CANNOT BE RETRIEVED.

Miscellaneous: [99-10023 Bored, Inc.](#)

**U.S. Bankruptcy Court
Southern District of New York
Notice of Electronic Filing**

The following transaction was received from Edwards, Gerald on 1/27/1999 at 3:40 PM

Case Name: Bored, Inc.
Case Number: 99-10023
Document Number: [1](#)

Docket Text:

Voluntary Petition (Chapter 11). filed by Gerald Edwards on behalf of Bored, Inc.. Chapter 11 Plan due by 5/27/1999, Disclosure Statement due by 5/27/1999, Incomplete Filings due by 2/11/1999, List of Creditors Disk due by 2/6/1999, Initial Case Conference due by 2/26/1999, (Edwards, Gerald)

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:C:/Acrobat3/Exchange/Image1.PDF

Electronic document Stamp:

[STAMP NYSBStamp_ID=842906028 [Date=1/27/1999] [FileNumber=2060-0] [91f0f69f51b511a8dfcf8afde7797b8eaf765c139d00107496b3cd762fad61a9ba47b07420c65e4c85c1377e21cc59323ba7559ba59d8f3585ccc817a2a6abd]]

99-10023 - Notice will automatically be electronically mailed to:
Gerald Edwards

99-10023 - Notice will not automatically be electronically mailed to:

**CONGRATULATIONS! A NEW PREPACKAGED CHAPTER 11 HAS BEEN COMMENCED
ON THE COURT'S ELECTRONIC CASE FILING SYSTEM!**

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF NEW YORK**

**CREDIT CARD COLLECTION NETWORK
AUTHORIZATION FORM**

(Name of Company/Firm)

hereby authorizes the United States Bankruptcy Court for the Southern District of New York to charge the following bank card number(s) for payment of filing fees and other court related expenses.

PLEASE PRINT:

Master Card No: _____ Exp. Date _____

Visa Card No: _____ Exp. Date _____

Discover Card No: _____ Exp. Date _____

American Express: _____ Exp. Date _____

Diners Club: _____ Exp. Date _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code _____

Phone No: _____ Fax No: _____

This form will be kept on file in the Clerk-s office, and shall remain in effect until specifically revoked in writing. It is the responsibility of the firm/company named herein to notify the Clerk-s office of the new expiration date when a credit card has been renewed, or if a card has been canceled or revoked.

Signature: _____ Date: _____

For official use only

Identification No: _____ Date Issued: _____

Identification No: _____ Date Issued: _____

*In the event the charge against this account is denied, you will be notified immediately to make payment in cash, money order or certified check. Any abuse of this privilege may result in your removal from the credit card program.

****PLEASE RETURN COMPLETED FORM TO THE FINANCIAL DEPARTMENT, U.S. BANKRUPTCY COURT, SDNY,
ONE BOWLING GREEN, NEW YORK, N.Y. 10004-1408.**

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF NEW YORK
ELECTRONIC CASE FILING SYSTEM
ATTORNEY PASSWORD APPLICATION**

LIVE SYSTEM

I, _____, swear or affirm that I am a member of the bar in good standing of the State of _____. By submitting this application and receiving a password, I agree to adhere to the court's order authorizing electronic case filing, any supplements and/or amendments thereto and the rules promulgated for the court's ELECTRONIC CASE FILING SYSTEM. I am providing the following information as a condition of receiving my password:

Social Security # _____ - _____ - _____ Bar ID # _____

Firm: Name: _____ Federal ID# _____

Address: _____

Phone # _____ FAX #: _____

Internet E-Mail Address for Service: _____

I have read and understand the following rules:

1. I will employ the Electronic Case Filing System for cases filed in the United States Bankruptcy Court for the Southern District of New York.
2. I will meet all hardware and software requirements promulgated by the court for system use. I understand that the current minimum requirements for filing documents are: a personal computer running a standard platform (Windows NT, Windows 95, Macintosh), an Internet provider, Netscape Navigator 3.0 or higher, Adobe Acrobat Exchange 3.01 or higher (to convert wordprocessor format documents to portable document format (PDF) and a document scanner.
3. Each use of my password for filing documents will meet the requirements of Fed. R. Civ. P. 11, Fed. R. Bankr. P. 9011 and Local Bankruptcy Rule 9011-1. I understand that the use of my password constitutes my signature on the document being submitted. If I submit a document for another party, I understand it is my responsibility to maintain a copy of that document bearing the signer's signature in my records.
4. Inasmuch as the combination of my identification with my password constitutes my signature, I agree to protect and secure the confidentiality of my password. Therefore, if I have reason to believe that my password has been compromised, it is my responsibility to immediately notify the court in writing. Moreover, it is also my responsibility to immediately inform the court of any change in my firm affiliation,

address, telephone, fax or E-mail addresses.

5. I understand that the issuance of a password to me constitutes a waiver of conventional service pursuant to the court's electronic case filing general order No. 182. I agree to accept a Notice of Electronic Filing by hand, facsimile, first class mail or authorized e-mail in lieu of conventional service. Moreover, I will endeavor to use the automatic E-mail notification feature of the Electronic Case Filing System wherever feasible.
6. Notwithstanding No. 5 herein, in cases wherein service of documents filed electronically is required to be made on the United States and its agencies, corporations or officers, full compliance with Rules 2002(j) and 7004(b)(4), (5) and (6) of the Federal Rules of Bankruptcy Procedure and Rule 4(l) and (j) of the Federal Rules of Civil Procedure is required.
7. In compliance with the First Amendment to General Order No. 182 Re: Electronic Case Filing Procedures, I understand that if documents being submitted electronically have lengthy exhibits, the filing of relevant excerpts of the exhibits is preferred and permitted without prejudice to my right to file additional excerpts or the complete exhibit with the court at any time.

Date: _____

Attorney Applicant Signature

Sworn to or affirmed before me this ____ day of _____, ____.

Notary Public in and for the
State of _____
County of _____

Please return to:

MIS Department
Attn. Electronic Case Filing System Registration
United States Bankruptcy Court
Southern District of New York
One Bowling Green
New York, New York 10004-1408